



## UNEMPLOYMENT INSURANCE PROGRAM

*maintaining the foundation of economic security*

# Montana Unemployment Insurance Employer Handbook

The purpose of this Employer's Handbook is to help you comply with the unemployment insurance law, by providing basic information and answering the most commonly asked employer questions.

We rely on your ideas, information and cooperation to help us maintain an efficient and effective program. Please direct your questions, comments or suggestions to us by telephone (406) 444-3834, fax (406) 444-0629 or mail at UI Tax Program, PO Box 6339, Helena MT 59604-6339.

You can also download forms and instructions from our web site at  
<http://uid.dli.state.mt.us/tax/uitaxforms.asp>



# **Montana UI Employer's Handbook Table of Contents**

## **Preface**

pages 1, 2

## **Section 1: Registration**

General Information - page 4

Instructions for Completing Application - page 5

Registration Application (tear-out form) - page 6

## **Section 2: Employment Tax Chart**

Special Classes of Employment and Payments - page 8

Types of Payments - page 9

## **Section 3: Unemployment Insurance**

What is Unemployment Insurance - page 11

New Employer Information at a Glance - page 11

Who Pays UI Taxes? - page 12

How to Determine which Employers are Covered - page 12

Wages or Not - pages 13 - 15

Certificate of Coverage for Contractors - page 15

What Determines Rates for New Employers - page 16

Schedule of Contribution Rates - page 17

Experience Rated Accounts - page 18

Claimant's Base Period Chart - page 19

Reimbursable and Governmental Employers - page 20

## **Section 4: Payments and Reports**

Reporting Requirements - page 22

What Records do I Keep - page 22

UI-5 page 23

## **Section 5: Penalties**

Penalty for Remitting Tax Late - page 25

Other Penalties - page 25

## **Section 6: Electronic Filing & Payment**

ACH Payment- page 27

ACH Programs - page 27

Registration for ACH (tear-out form) - page 28

Electronic Media Reporting - page 29

Application for Electronic Media (tear-out form) - page 30

## **Section 7: Important Phone Numbers**

Important Phone Numbers - page 32

Montana Job Service - page 33-35

Unemployment Insurance Field Representatives - page 36

# Preface

This Employer Handbook is designed to answer questions commonly asked by employers and to provide information about your rights and responsibilities.

### **Terms you should know**

**Employee** - is an individual who performs a service for a person or organization. One test applied to determine if an individual is an employee is: Does the individual or organization for whom the service is performed have the legal right to control the way in which the service is carried out? It is only the right to control that is important; it is not necessary that the control is ever exercised.

**Employer** - is a person or organization who pays wages to an individual in exchange for the performance of a service. Individuals, corporations, partnerships, estates, trusts, limited liability companies, associations, joint ventures, religious organizations, government agencies, and political subdivisions are among the entities which may be employers. This is not an exclusive list of examples and if your particular organization is not mentioned by name it does not mean it is not considered an employer. If an employer's total gross wages are less than \$1,000 for the current year or the previous year, the employer is not required to pay Unemployment Insurance.

**Wage** - is a general term that encompasses, but is not limited to, salaries, wages, bonuses, fees, commissions, vacation allowances, retroactive pay increases, and any other payments made by an employer for services provided by his/her employee, unless exempted. The term wages also includes the cash value of any asset that is given to an employee as compensation for his/her service to the employer.

### **What if I have a question that is not covered in this handbook?**

Although comprehensive, this handbook may not answer all your questions and does not cover all situations. If you need assistance, contact the Unemployment Insurance office at (406) 444-3834 or the field representative nearest you. See pages 32-35 for telephone listings of other agencies and page 36 for field representative phone numbers.

When you call, please have available your UI account number, federal identification number and other information (canceled checks, report copies, etc.) relating to your call.

We attempt to answer every call in person and know it is frustrating to call the department and be put through to a voice mailbox. Voice mail has helped us substantially reduce the number of lost calls and improve our service. We'll get back to you just as soon as possible if you leave your name, phone number and UI account number.

# Registration

## Section 1

## **Registration**

You may call toll free 1(800) 550-1513 for information regarding registration for Unemployment Insurance.

### **Who must register?**

An employer who will pay or has paid \$1,000 or more in wages annually is subject to Unemployment Insurance. The employer must file an application for an account number. Contact registration at 1(800) 550-1513 to obtain an employer registration form, use the tear-out registration form on page 6 or download the forms and instructions from our web site at <http://uid.dli.state.mt.us/uid>

A new employer, who acquired an existing business, cannot use the prior owner's account number. A new UI account number is needed and you should apply for a new federal identification number also. You may be able to transfer the Unemployment Insurance experience rating record of the acquired business to your business.

An entity change occurs any time you change from one type of ownership to another. The change from a sole proprietor to a corporation or a partnership is an entity change. Changing members of a limited liability company (LLC) is an entity change. Changing stock ownership in a corporation is not an entity change. Call 1(800) 550-1513 to report entity changes.

Failure to register does not relieve an employer of his/her responsibility to remit UI taxes timely.



## Employer Registration Instructions

### Line Number:

#1 through #7 - Complete for your business.

#8 - List all owners, partners or corporate officers. If necessary, attach an additional sheet. Remember to include addresses and social security numbers.

#11 - Check the industry that best describes your business. List primary activity and its specific products or services, percent of gross income and number of employees. Please be specific. New employer rates are assigned using the industry's average contribution rate. **Generalities can result in assignment of a higher rate.**

#12 - Check "Yes" if you operate this business in Montana in more than one physical location (e.g., plants, stores, offices, warehouses, etc.).

#13 - Check "Yes" if you primarily perform management or support services for other divisions of your parent company. Support services include administrative offices (headquarters, data processing centers, etc.), storage (warehouses), or research, development or testing.

#18 through #23 - Complete this section **only** if you:

1. Changed the business entity; i.e. from proprietorship to partnership or corporation, or from a corporation to a partnership or proprietorship;
2. Acquired a business; or
3. Bought or sold a portion of a business.

Signatures: All owners' or all partners' signatures are required. Only one corporate officer signature is required. An additional sheet for signatures may be attached.



<b>Mail completed form to:</b> UI Contributions Bureau PO Box 6339 Helena MT 59604-6339	<h2 style="margin: 0;">MONTANA UNEMPLOYMENT INSURANCE EMPLOYER REGISTRATION</h2>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 2px;">AGENCY USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 2px;">Employer Number</td> <td style="width: 50%; padding: 2px;">Industry Code</td> </tr> <tr> <td style="padding: 2px;">Subject Date</td> <td style="padding: 2px;">Date Input</td> </tr> <tr> <td colspan="2" style="padding: 2px; height: 100px; vertical-align: top;">Remarks</td> </tr> </table>	AGENCY USE ONLY		Employer Number	Industry Code	Subject Date	Date Input	Remarks	
AGENCY USE ONLY										
Employer Number	Industry Code									
Subject Date	Date Input									
Remarks										
<b>Fill in all spaces as they apply to your business. Instructions are listed on the back of this sheet.</b>		<b>Questions?</b> Call (406) 444-3834 Toll-free 1-800-550-1513								
1. Business or Trade Name:		4. Type of Organization <input type="checkbox"/> e. Corporation <input type="checkbox"/> a. Individual Ownership <input type="checkbox"/> f. Sub-Chapter S <input type="checkbox"/> b. Partnership <input type="checkbox"/> g. Governmental <input type="checkbox"/> c. Limited Liability Partnership <input type="checkbox"/> h. Non-profit <input type="checkbox"/> d. Limited Liability Company <input type="checkbox"/> i. Other _____								
2. Owner or Corporation Name:										
3. Mailing Address:	Phone Number									
City	State		Zip Code							
Montana Business Location (Street Address)			Phone Number							
City	County	State	Zip Code	5. Federal Identification Number (FEIN):						
6. Date Incorporated		7. Is this <input type="checkbox"/> seasonal or <input type="checkbox"/> pension/trust? (Mark a box if it applies to your business)								
<b>8. IDENTIFICATION OF OWNER(S), CORPORATE OFFICERS, PARTNERS, ETC. (IF MORE THAN 3, PLEASE ATTACH A LIST)</b>										
Social Security Number	Name (Given Name Must be Shown in Full)		Title	Address (Home)						
9. Name of Person Who Prepares Records and Reports		Address		Telephone No.						
10. Name of Accountant		Address		Telephone No.						
<b>11. DESCRIPTION OF BUSINESS TYPE AND ACTIVITY IN MONTANA:</b> This section <b>MUST BE COMPLETED</b> in detail to accurately determine your business activity for proper assignment of contribution rates. <b>Be specific and CHECK ALL THAT APPLY.</b> Generalities could result in assignment of a higher contribution rate.										
<input type="checkbox"/> Agriculture, Forestry, Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Services <input type="checkbox"/> Transportation, Communication & Public Utilities <input type="checkbox"/> Finance, Insurance, Real Estate <input type="checkbox"/> Manufacturing										
Primary Activity	Specific Product or Service		% of Gross Income	# Employees						

Form UI-1 (Rev 7/04)

12. Does this establishment have employment at more than one physical location in Montana? (Exclude construction and contract work if less than six months in duration.) Yes <input type="checkbox"/> No <input type="checkbox"/>						
13. Does any worksite of this establishment primarily perform management or support services for other divisions of the company? <input type="checkbox"/> Yes <input type="checkbox"/> No						
14. Date Employment Began		15. Will your total payroll for the current calendar year equal or exceed \$1,000? <input type="checkbox"/> Yes <input type="checkbox"/> No				
16. Supply the following information concerning wages paid by the current owner in Montana during the current and/or preceding year(s):						
YEARS:	To Date in 2004	2003	2002	2001	2000	1999
Wages You Paid Each Year:						
17. Are you required to pay Federal Unemployment Tax (FUTA)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>COMPLETE QUESTIONS 18-23 ONLY IF YOU HAVE CHANGED YOUR BUSINESS ENTITY (SUCH AS PROPRIETORSHIP TO CORPORATION), OR HAVE ACQUIRED A MONTANA BUSINESS OPERATION</b>						
18. Date Changed/Acquired		19. How Acquired		<input type="checkbox"/> Entity Change <input type="checkbox"/> Lease <input type="checkbox"/> Other, Specify: _____ <input type="checkbox"/> Purchased All <input type="checkbox"/> Purchased a Portion – What did you purchase? _____		
20. Name of Former Owner(s)		21. Name & Address of Former Business:				
22. Former UI Account Number		23. Former FEIN				
Signature (Owner, all Partners or one Corporate Officer)			Title		Date	
Signature			Title		Date	





# Employment Tax Chart Section 2

## Montana State Employment Tax Chart

Special Classes of Employment and Special Types of Payments		
		Unemployment Insurance
Class of Employment		
1	A dependant member of the sole proprietors' family for whom the sole proprietor may claim an exemption under the Internal Revenue Code	Not Subject
2	Spouse/Dependent Child - of sole proprietor	Not Subject
3	Members of a partnership or member managed LLC's	Not Subject
4	Corporate Officers	Subject
5	Agricultural Labor	Subject if total cash wages exceed \$20,000 in any quarter or employ 10 or more workers on 20 different days in 20 different weeks.
6	Domestic Service in a private home, local college club, or local chapter of a college fraternity or sorority	Not Subject - if total cash wages are less than \$1,000 in any quarter
7	Service performed by a duly ordained, commissioned, or licensed minister of a church in a ministerial duty or by a member of a religious order in the exercise of duties required by the order	Not Subject
8	Other Church Employees	Subject
9	Services of an individual under the age of 18 delivering or distributing newspapers to a point for subsequent delivery or distributions	Not Subject-must be acknowledged in writing
10	The sale of newspapers or magazines to ultimate consumers where the newspapers or magazines are sold wholesale to the seller at a fixed price and seller keeps the excess	Not Subject
11	Free-lance correspondents, provided the person is compensated solely by the story/picture	Not Subject-must be acknowledged in writing
12	Real Estate Brokers	Not Subject-if paid commission with no guarantee of minimum earnings
13	Insurance Sale Commissions	Not Subject if paid solely by commission without a guarantee of minimum earnings.
14	Direct Sellers engaged in the sale of consumer products, primarily in the customer's home	Not Subject
15	Cosmetologists and barbers who are independent contractors	Not Subject
16	Services as an elected public official	Not Subject
17	Services performed at a school, college, or university by a currently enrolled student or the spouse of such a student	Not Subject
18	Employment with any railroad engaged in interstate commerce	Not Subject-excludes construction of railroads
19	Service performed by an individual who is enrolled at a nonprofit or public educational institution which uses academic instruction combined with actual work experience	Not Subject
20	Deceased Worker - The deceased worker's final check is subject to Unemployment Insurance.	Subject

<b>Classes of Employment</b>		Unemployment Insurance
21	Members of a Limited Liability Company - If a member managed LLC, the members are not subject to UI.	Not Subject
22	Members of a Limited Liability Company - If a manager managed LLC, payments to the members are subject to UI.	Subject
23	Athletic officials at amateur athletic events-Services performed by an individual as an official, including a timer, referee, umpire, or judge, at an amateur athletic event are not reportable wages for Unemployment Insurance.	Not Subject
24	MOA officials who are assigned to the event are not employees; however other officials are employees of the school	Not Subject
25	Services performed in the employ of a hospital if such service is performed by a patient of the hospital	Not Subject
26	Services performed in Montana in the employ of any other state or the United States government	Not Subject
27	Services by a citizen or resident of the United States for a foreign government or an international organization	Subject - work must be done in Montana
28	Active service as a member of the regular armed forces of the United States, as defined in 10 U.S.C. 101 (33)	Not Subject
29	National Guard and reserve training as provided in 5 U.S.C. 5517(d)	Not Subject
30	Person performing services in return for aid or sustenance only	Not Subject
31	Casual labor not in the usual course of the employer's trade or business performed by an employee in any calendar quarter unless the cash remuneration is \$50 or more and the service is performed by an individual who is regularly employed to perform the service (24 days during the quarter)	Not Subject
32	Companionship Services -An employee in domestic service employment to provide companionship services, as defined in 29 CFR 552.6, or respite care for individuals who, because of age or infirmity, are unable to care for themselves as provided under section 213(a)(15) of the Fair Labor Standards Act. 29 U.S.C. 213, when the person providing the service is employed directly by a family member or an individual who is a legal guardian.	Not Subject
<b>Type of Payments</b>		Unemployment Insurance
33	Employer payment for, or a contribution toward the cost of any employee benefit group plan or program including but not limited to life insurance, hospitalization insurance for the employee or dependents	Not Subject - If employee can NOT elect to receive money in lieu of benefit
34	Payments in any medium other than cash	Subject
35	Payments in the form of lodging or meals.	Subject
36	Tips for services rendered at a place licensed to provide food, beverage, or lodging in accordance with section 3402(k) of the Internal Revenue Code of 1954	Subject
37	All Other Tips	Subject
38	Allocated Tips	Not Subject
39	Dependent care assistance provided by an employer to, or on behalf of, an employee for which a credit is allowed under 15-30-186 or 15-31-131, MCA subject to the limitations provide in section 129(b) of the IRC	Subject

# Unemployment Insurance

## Section 3

## What is Unemployment Insurance?

Unemployment Insurance (UI) is a federal-state program developed in the 1930's after the Great Depression.

Unemployment Insurance is exactly as the name implies - insurance. The UI program is financed through a federal payroll tax paid by employers.

Unemployment Insurance benefits lighten the burden of unemployment for the unemployed individual, maintain purchasing power in the community, and allow laid off employees to remain in the area so they will be available for re-employment. The program stabilizes the local and State economy by preventing a sharp drop in consumer spending during periods of unemployment. Unemployment Insurance benefits are paid with MT employer's Unemployment Insurance contributions.

The Unemployment Insurance Division in the Department of Labor and Industry currently administers the UI tax program. However, from July of 1997 until July of 2004 the Montana Unemployment Insurance Contributions (Tax) Bureau was located within the Department of Revenue. Policies and procedures have been established to resolve any UI issues for quarters prior to July 2004.

The bureau responsible for paying claimants (Benefits Bureau) remained with the Unemployment Insurance Division in the Department of Labor and Industry. The Benefits Bureau determines if an unemployed individual is entitled to benefits, the amount of the benefit entitlement, and when benefits are charged to an employer. They respond to questions about benefit claims.

## New employer information "at a glance"

The information in this section applies to new employers who are classified as "experience rated" for Unemployment Insurance purposes. Most employers in Montana are classified as experience rated. If you are a governmental entity or a non-profit organization that qualifies under 501 C (3) of the Internal Revenue Code and elect to reimburse the Unemployment Insurance trust fund for benefits paid, please refer to Reimbursable Employers (page 20).

**Taxable wage base** - is the amount of wages per employee you are liable to pay tax on each year: 2002=\$18,900; 2003=\$19,700 and 2004=\$20,300. You pay taxes on wages up to and including the taxable wage base for each employee. After an employee's wages reach the taxable wage base, you continue to report the employee's quarterly wages but you no longer pay taxes on the wages. You may have quarters where some employees have met the wage base for the year and some have not. You should report all wages paid but only pay taxes on the wages of employees who have not yet met the taxable wage base. Governmental employees do not have a taxable wage base.

**Experience rates for new employers** - are determined based on your business' industry type. As a new employer, you will be assigned the average rate assigned to your industry during the previous rate year. Your rate may change during the three year "industry average" period because the average rate for your industry may change each year. If you purchased an existing business, you and the previous owner may agree to transfer the prior owner's experience rate to your new account.

**Administrative fund tax** - is an assessment paid by all employers subject to Unemployment Insurance and is due and payable with the quarterly wage reports. All experience rated employers pay 0.13% of taxable wages, effective 1-1-2000. Governmental and reimbursable employers pay at a rate of 0.05%.



### **Who pays Unemployment Insurance taxes?**

Employers pay UI taxes. If you are an employer subject to the state unemployment insurance (UI) law, you are a “covered” employer and you, the employer, must pay UI taxes. It is against the law to take UI taxes out of your employees’ wages.

### **How do you determine which employers are covered?**

Any year you meet the reporting criteria for a covered employer, you must report all wages paid for the entire year (retroactively to January 1) and all wages paid in the next calendar year regardless of the amount of wages in the second year.

### **You are a “covered” employer if you meet one or more of the following criteria:**

- Your total annual payroll for the current or preceding calendar year equals or exceeds \$1,000. Total payroll is all wages paid to all employees before deductions.
- You acquired all or part of a business already subject to MT Unemployment Insurance.
- You are subject under the Federal Unemployment Tax Act (FUTA).
- You employed agricultural workers and paid \$20,000 or more in cash for agricultural labor in any quarter during the current or preceding calendar year.
- You employed 10 or more workers in agricultural labor in 20 different weeks during the current or preceding calendar year.
- You employed domestic (or household) workers and paid \$1,000 or more in cash for domestic services in any quarter during the current or preceding calendar year. Companionship services are not considered domestic employment.
- You are a church or other religious organization and employ non-clergy employees. Wages paid to ordained ministers are excluded from UI coverage.

### **Are governmental entities covered?**

All State and local governmental entities must be covered by Unemployment Insurance. Governmental entities may be assigned a governmental experience rate or may elect to become a reimbursable employer.

### **May I get UI coverage for my workers if I’m not a covered employer?**

If you don’t qualify as a covered employer but want UI coverage for your workers, you may apply for voluntary coverage. If voluntary coverage is approved, you must cover your employees for at least two calendar years.



## What do I have to report to the Unemployment Insurance program as wages on my quarterly wage report?

The term wages is defined in section 39-51-201 23(a) MCA . “Wages means all remuneration payable for personal services, including the cash value of all remuneration payable in any medium other than cash. The reasonable cash value of remuneration payable in any medium other than cash must be estimated and determined pursuant to rules prescribed by the department.” So, if you pay with livestock, living quarters, material goods or other non-cash payments, you must report the market value as wages.

Payroll taxation and the application of the various statutes, Administrative Rules, and Supreme Court decisions can be very complex. The following guidelines are not meant as a replacement or substitute for them. For more information on any of these items, call a Field Representative at the numbers listed at the end of this publication.

### Wages or not?

**Advances** - Advances against future earnings **are** wages when paid.

**Annuities** - Payments made by the employer into a fund for retirement or death benefits **are not** wages, **if** the payment was made under a plan offered to **all** employees **or** a class or classes of employees.

**Back Pay** - If paid as a result of a dispute related to employment, these payments **are** wages.

**Bonuses** - Bonuses **are** wages when paid. If bonuses are other than cash, report the actual value of the item as wages.

**Cafeteria Plans** - Payments deducted from an employee's gross remuneration **are** wages reportable for the period in which the payment was deducted.

**Commissions** - Commissions **are** wages when paid. Commissions paid to real estate brokers, insurance sales people, and direct sellers where there is no guarantee of a minimum earnings are excluded from UI reporting.

**Corporate Officer Payments** - Corporate officers performing a service for the corporation (includes subchapter S corporations) **are** employees. You must report their wages. (See Profit Distribution).

**Deferred Compensation** - See Cafeteria Plans.

**Director Fees** - Fees paid to directors of a corporation for attending meetings of the board of directors **are not** wages if they are reasonable.

**Dividends** - See Profit Distribution.

**Employee Benefit Plans** - All employee benefit plans, including those paid by the employer, **are** reportable as wages, **except** plans paid for by the employer and established for employees for retirement, sickness or accident disability, medical, hospitalization or death. Employees may not elect to receive cash instead of coverage.

**Employee Expense Reimbursement** - Payments made to reimburse an employee for business expenses **are not** wages if certain rules are followed. Each reimbursement must be entered separately in the business records **and** you must have documentation that the expense was incurred while conducting business. The reimbursement may not be based upon a percentage of the employee's wage nor can it replace the customary wage for the occupation. You must base the reimbursement upon actual, receipted expenses, or you may base it upon the amount allowed to state employees. State employees receive the following amounts for **non-receipted** expenses:

Meal Expenses per Day = \$23 (in state), \$28 (out of state)

Lodging Expenses per Day = \$12 a night

Mileage Reimbursement **per Mile** = \$0.36 or lower

**Equipment Rental Payments** - Payment for rental of equipment owned by the employee **are not** wages if the equipment is necessary for the employee to perform the job, the employment contract provides for the rental payments, the reimbursement is entered separately in the employer's records and the reimbursement does not replace the customary wage for the occupation. Rental payments for light equipment furnished by the employee may not exceed the reasonable rental value of that equipment. Chain saw rental may not exceed \$22.50 per day. Rental payments for heavy equipment, such as semi-tractors and skidders, may not exceed 75% of the employee's gross remuneration. Payments made for hand tools commonly used in the employee's trade, and vehicles used only for carrying the worker to and from the job site, **are** wages.

**401k Plans** - See Cafeteria Plans.

**Gifts** - Gifts to employees **are** wages. Report the actual value of the item.

**Gratuities** - See tips.

**Holiday Pay** - Payments to employees for holidays or vacations **are** wages when paid.

**Income Tax Withholding** - Withholding from an employee's wages for federal and/or state income taxes **does not** reduce reportable wages.

**Insurance Premiums** - Premiums paid by the employer for sickness, disability, medical or hospital expenses **are not** wages if the payment was made under a plan established for all employees or for a specific class or classes of employees. Premiums deducted from the employees' gross wages **are** reportable as wages.

**Loans** - Payments designated as loans in the employer's records **are** considered wages **unless** the employee is to repay the loan under a written schedule agreed to by the employer and the employee.

**Meals** - See Room and Board.

**Mileage** - Allowable amount per mile is equal to the prior year's IRS mileage amount.

**Partner's Earnings** - Distribution of profit to business partners **is not** wages.

**Profit Distribution** - Distribution of profit to sole proprietors and partners **is not** wages. Payments distributed to corporate officers or shareholders in lieu of reasonable compensation for services performed **are** wages, even though designated as profits or dividends.

**Room and Board** - The cash value of room and board **is** wages, and must have a value of at least \$130.00 per week according to department rules. Meals furnished by the employer to the employee **are** considered wages. A cash value of at least \$3.00 must be established for the provided meals.

**Section 125 Plans** - See Cafeteria Plans.

**Separation Pay** - Payments for termination, severance, separation, or other similar payments **are** wages.

**Severance Pay** - See Separation Pay.

**Sick Leave Payments** - Sick leave payments **are** wages, even if not paid by the employer but by a third party such as an insurance company, for six months after the last month employee worked.

**Social Security Taxes** - Deductions from an employee's gross wage for FICA (i.e. Social Security Taxes) **do not** reduce reportable wages.

**Subsistence** - See Employee Expenses.

**Termination Pay** - See Separation Pay.

**Tips** - Tips **are** wages if distributed by the employer via a tip pool; added to the bill, or reported to the employer by the employee. Allocated tips are not reportable as wages.

**Vacation** - See Holiday Pay.

**Vehicles** - Personal use of a company vehicle **is** wages and the value must be reported as wages.



**Is everything I pay my employees reportable as wages?**

Not everything paid to employees is reportable as wages. The more common types of exclusions are referenced in the Employment Tax Chart on pages 8-9.

**If I declare bankruptcy, do I still have to pay my Unemployment Insurance taxes?**

Yes, if you declare bankruptcy, you are still required to pay Unemployment Insurance taxes. Unemployment Insurance taxes due within three years prior to the filing of the bankruptcy petition are not dischargeable under the United States Bankruptcy Code. You will still be liable for all UI taxes due.

**What if I withhold or submit false information?**

If you withhold information or give false information to prevent or reduce benefit payments to anyone entitled to benefits, you may be fined, imprisoned or both.

You may also be fined, imprisoned or both if you attempt to reduce any tax or payment, fail or refuse to pay your taxes, refuse to furnish required reports, or if you refuse inspection or copying of your records as required by Unemployment Insurance Law.

Additionally, if you do not file a report or if your report is incomplete or inaccurate, the program may estimate wages paid based on available information. The program may then collect the taxes, penalties and interest due based on this information.

**Do contractors need a certificate of coverage?**

If you are a prime contractor, you are responsible for insuring your subcontractors are in full compliance with all Unemployment Insurance laws during the time of the contract. If you contract with a subcontractor who is an employer, you should withhold sufficient money to assure the subcontractor complies with UI provisions. If your subcontractors are not in compliance when the contract is complete, you are responsible for all taxes, penalties and interest due for work performed while under your contract.

As a subcontractor who is an employer, you must furnish the prime contractor a certificate stating your UI account is current. You must present this certificate before receiving final payment on that job. You can get a certificate from the UI Tax Program by calling (406) 444-3834

**Do I pay UI taxes on workers I consider independent contractors?**

It depends. Some employers exclude workers from their reports contending the workers are “independent contractors” and not employees. Court decisions and division rulings support such services to be employment until “freedom from control or direction over performance” is proven and until it is shown the workers are “engaged in an independently established business of their own”.

The laws and court decisions concerning independent contractors are very complex. If you are unsure, please contact the Independent Contractor Central Unit at (406) 444-9586 or your local field representative listed on page 36. You may request the department to furnish you with a written determination of which workers, if any, are considered self-employed. The department will investigate the employment relationship before issuing a determination.

**Do I have the right to contest a decision made by the department?**

Yes, you may contest a department decision. You have 10 days after the department mails a determination to file an appeal. For information on how to file an appeal, immediately contact the person who signed the determination letter. All appeals including Independent Contractor (IC) will be processed within the Department of Labor and Industry.

**What UI taxes does a covered employer pay?**

It depends. There are four types of covered employers: “new” employers, experience-rated employers, reimbursable employers, and state and local government employers. See the explanations below to determine what taxes each employer type pays.

**Unemployment Insurance Tax rates**

A “new” employer is one that has been employing in Montana for less than three complete federal fiscal years (October 1 to September 30). Experience-rated employers pay “new” employer rates for three years while they build up experience with the Unemployment Insurance program. New employer rates are the average rates paid during the previous year by employers in the same type of industry as the new employer. New employers may not keep the same rate during the three-year “new employer” period because their industry average may change.

**What is an experience-rated employer? What taxes do they pay?**

If you are a private, for-profit employer, you must pay all three UI related taxes:

- **State Unemployment Insurance Contributions (SUTA):** The UI program can only use this tax to pay Unemployment Insurance benefits to qualified individuals. This tax money cannot be used to operate the UI program. All money collected from this tax is deposited into the UI Trust Fund.
- **Administrative Fund Tax:** This tax is assessed to help fund Department of Labor and Industry operations, including local Job Service offices. For experience-rated employers, this tax is .0013 of taxable wages. This tax is due each quarter and is computed by applying the tax rate to each quarter’s total taxable wages.
- **Federal Unemployment Tax Act (FUTA) Tax:** This tax is paid directly to the Internal Revenue Service (IRS) to help finance the operations of Montana’s UI claim and tax programs and Job Service programs.

## How is it decided what an employer's rate will be each year?

If you are a private, for-profit employer, your tax rate is based on the contribution rate schedule and your reserve ratio. The Contribution Rate Schedule determines the range of contribution rates assigned to all employers each calendar year. The schedule is determined by the ratio of the UI Trust Fund balance to total wages paid in covered employment for the state fiscal year. A higher balance in the UI Trust Fund results in lower Unemployment Insurance rate schedules.

Schedule of Contribution Rates										
I		II	III	IV	V	VI	VII	VIII	IX	X
Minimum Ratio of Fund to Total Wages:	(.0260)	(.0245)	(.0225)	(.0200)	(.0170)	(.0135)	(.0095)	(.0075)	(.0050)	(...)
Average Tax Rate: 1.37	1.57	1.77	1.97	2.17	2.37	2.57	2.77	2.97	3.17	
Rate Class	Contribution Rates for Eligible Employers									
1	0.0%	0.07%	0.27%	0.47%	0.67%	0.87%	1.07%	1.27%	1.47%	1.67%
2	0.07	0.27	0.47	0.67	0.87	1.07	1.27	1.47	1.67	1.87
3	0.27	0.47	0.67	0.87	1.07	1.27	1.47	1.67	1.87	2.07
4	0.47	0.67	0.87	1.07	1.27	1.47	1.67	1.87	2.07	2.27
5	0.67	0.87	1.07	1.27	1.47	1.67	1.87	2.07	2.27	2.47
6	0.87	1.07	1.27	1.47	1.67	1.87	2.07	2.27	2.47	2.67
7	1.07	1.27	1.47	1.67	1.87	2.07	2.27	2.47	2.67	2.87
8	1.27	1.47	1.67	1.87	2.07	2.27	2.47	2.67	2.87	3.07
9	1.47	1.67	1.87	2.07	2.27	2.47	2.67	2.87	3.07	3.27
10	1.67	1.87	2.07	2.27	2.47	2.67	2.87	3.07	3.27	3.47
Rate Class	Contribution Rates for Deficit Employers									
1	3.17%	3.37%	3.57%	3.77%	3.97%	4.17%	4.37%	4.57%	4.77%	4.97%
2	3.37	3.57	3.77	3.97	4.17	4.37	4.57	4.77	4.97	5.17
3	3.57	3.77	3.97	4.17	4.37	4.57	4.77	4.97	5.17	5.37
4	3.77	3.97	4.17	4.37	4.57	4.77	4.97	5.17	5.37	5.57
5	3.97	4.17	4.37	4.57	4.77	4.97	5.17	5.37	5.57	5.77
6	4.17	4.37	4.57	4.77	4.97	5.17	5.37	5.57	5.77	5.97
7	4.37	4.57	4.77	4.97	5.17	5.37	5.57	5.77	5.97	6.17
8	4.57	4.77	4.97	5.17	5.37	5.57	5.77	5.97	6.17	6.37
9	4.77	4.97	5.17	5.37	5.57	5.77	5.97	6.17	6.37	6.57
10	4.97	5.17	5.37	5.57	5.77	5.97	6.17	6.37	6.57	6.77

## Trust fund balance/Total covered wages = Ratio

To calculate your reserve ratio for the current calendar year, the department subtracts the benefits charged to your account (beginning October 1, 1981, through September 30th of the prior year) from the contributions you paid for the same period. The reserve is divided by average annual taxable payroll for the last three completed federal fiscal years (October 1 September 30) to arrive at your reserve ratio. The department computes your reserve ratio yearly.

$$\begin{aligned} \text{Contributions paid} - \text{benefit charges} &= \text{Reserve} \\ \text{Reserve} / \text{average taxable payroll} &= \text{Reserve ratio} \end{aligned}$$

You are assigned a rate class based on your reserve ratio. Your contribution rate is determined by comparing your reserve ratio to all other employers' reserve ratios. The highest positive reserve ratio is assigned the lowest contribution rate.

### **Is there only one type of experience-rated account?**

There are three types of experience-rated accounts: Eligible, Deficit and New.

**Eligible:** An eligible employer has been subject (covered) for the entire three federal fiscal years ending September 30 immediately preceding the computation date, and has:

- filed all required quarterly payroll reports;
- paid all taxes, penalties and interest;
- established a positive record (paid more in contributions than the UI benefits charged to their account); and,
- paid wages in at least 1 of the 8 calendar quarters preceding the computation date.

**Deficit:** Deficit employers are covered employers who have more UI benefits charged to (paid out of) their account than they have paid in contributions.

**New:** A new employer has not been subject for the three entire federal fiscal years immediately preceding the computation date and has established a positive record. New employer rates are the average contribution rate for employers in the same industry classification.

### **I bought an established business. Do I wait three years for an experience rating?**

No. If you acquire a business you can request the experience rating record of the previous employer be transferred to you. You and the previous employer must apply jointly within 90 days of the date you acquire the business. Contact the Unemployment Insurance Tax Program at (406) 444-3834 to discuss if it would be beneficial to transfer the experience rating record. If the previous and new owners have not filed all the required wage reports or paid all monies due, all the delinquencies must be satisfied before the department may assign a rate based on the previous owner's experience. If the new ownership and/ or management of the business is substantially the same as the prior ownership and/or management, you will assume the prior owner's contribution rate.

### **May I take steps to control my contribution rate?**

When a former employee files a claim for Unemployment Insurance benefits, you will be sent a Potential Benefit Charge Notice. If the employee left work for reasons other than lack of work, return the notice to the Department of Labor's Benefit Bureau with an explanation of the reason the claimant left your employ. You will receive a determination if your account will be charged. If you are a chargeable employer, you will also receive a Statement of Benefits Paid each quarter. If time is running out or if you have any questions about charges to your account, immediately call the Benefits Bureau at (406) 4443783. Also, you can avoid a penalty rate (equal to 150% of your assigned experience rate) simply by filing all reports and payments timely.

### **Is a claimant's entire work history used to calculate benefit charges?**

No. Benefits are based on the wages a claimant earned during a certain period of time — the base period. The base period is the first four of the last five completed calendar quarters at the time an initial claim for benefits is filed. If you employed the claimant during the base period, your account may be charged.

The claimant's base period is the shaded area below, if the claim is filed in quarter indicated:

Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep		Jan Feb Mar		
	Jan Feb Mar	Apr May Jun	July Aug Sep	Oct Nov Dec		Apr May Jun	Claims Filed Here
Have This Base Period		Apr May Jun	Jul Aug Sept	Oct Nov Dec	Jan Feb Mar		Jul Aug Sept
			July Aug Sept	Oct Nov Dec	Jan Feb Mar	Apr May June	Oct Nov Dec

**As an experience-rated employer, do I pay taxes on all the wages I pay my employees?**

It depends. You must report all wages you pay your employees on your quarterly report. However, you pay taxes on wages paid to each employee up to and including the taxable wage base. The taxable wage base is listed in the upper right hand corner of the quarterly report form and may change from year to year. Any wages you pay an employee over the taxable wage base are considered excess wages. The taxable wage base for 2002=\$18,900; 2003=\$19,700 and 2004=\$20,300. The example below illustrates taxable wages versus excess wages, using the 2004 wage base.

If the department transferred the experience rating record of a previous employer to your account, you may use the wages paid by the previous employer to calculate your excess and taxable wages. This is only done for the year the experience was transferred.

**Computing Excess Wages per Employee** (based on 2004 UI wage base = 20,300)

Quarter	Total Wages Paid In Quarter	Total Wages Paid To Date	Taxable Wages	Excess Wages
First	\$ 8,000	\$ 8,000	\$8,000	\$ 0
Second	8,000	16,000	8,000	0
Third	6,000	22,000	4,300	1,700
Fourth	6,000	28,000	0	6,000

### **What is a reimbursable employer? What taxes do they pay?**

Some non-profit organizations may choose to reimburse the UI Trust Fund for benefit payments. For a non-profit organization to be a reimbursable employer, it must meet the criteria defined in the Internal Revenue Code (IRC), Section 501(c)(3), provide the UI Program with a copy of the Internal Revenue Service (IRS) exemption letter and apply to the UI Program for approval. For more information on the IRS code, please contact the IRS office at 1-800-829-1040.

As a reimbursable employer, you must pay into the UI Trust Fund an amount equal to the benefits charged to your account. You will be charged for **all** benefits paid to former employees **regardless** of the reason they left your employment. Benefit charges are prorated according to the percentage of wages you paid to the total wages in the claimant's base period.

Example: Your employee, Jane Doe, is offered a better-paying job with your competitor. She quits your employ and accepts the job with your competitor. Your competitor's business suffers a set back and Jane is laid off. She files for unemployment insurance benefits and is found eligible. You paid Jane 64% of the total wages Jane received during her base period. Your account is charged for 64% of the benefits paid to Jane even though she quit your business.

The UI Program can only relieve benefit charges to a reimbursable employer if there has been no change in the employment.

Example: If an individual had two jobs, one of them with a private, for-profit employer and the other a reimbursable employer, and was laid off from the private employer, the reimbursable employer would not be charged for the benefits paid unless the reimbursable employer also reduced the claimant's hours.

You must advise the UI Program if there has been no change in employment for the charges to be relieved.

Reimbursable employers must submit quarterly wage reports and pay a .05% (.0005) Administrative Fund Tax on total wages paid each quarter. The UI Program will notify you monthly of the benefits charged to your account and you may pay these monthly or pay the entire quarterly charges within thirty days following the end of the quarter.

### **What taxes do governmental employers pay?**

Governmental entities may also choose coverage as a reimbursable employer, or choose to make tax payments based on the government experience rating system **where the tax rate is applied to total wages**. Governmental entities also pay a .05% (.0005) Administrative Fund Tax on total wages paid each quarter.

Governmental employers who paid wages to the claimant during the base period receive charges against their account for UI benefits paid regardless of the reason the claimant left the employment. Benefit charges are prorated according to the percentage of wages paid by the governmental entity to the claimant's total wages in their base period.

Benefit charges can only be removed from a governmental employer if there has been no change in the employment.

Example: An individual had two jobs, one of them with a private, for-profit employer and the other with a governmental employer. The individual was then laid off from the private employer. The governmental employer would not be charged for the benefits paid if the employer advised the department that there had been no change in employment.

# Payments and Reports

## Section 4

## **Unemployment Insurance Reports and Payments What are my responsibilities as an employer?**

As a covered employer for Unemployment Insurance, you must keep payroll records and file the quarterly report (UI-5).

### **How do I pay the Unemployment Insurance tax due?**

After completing all sections of the UI-5, enter the payment enclosed on the payroll report and enclose a check payable to Unemployment Insurance for the tax plus any penalty or interest due.

### **How may I adjust a report after I've submitted my report?**

Submit an amended report and an explanation of the adjustment along with any additional tax remittance. Copying the form you submitted with all changes noted is a quick way to amend a report provided you include an explanation and a phone number so we can call if we have any questions.

### **When are my quarterly reports due?**

To avoid penalty and interest charges, your UI5 quarterly wage report and payment must be postmarked by the following dates:

<u>Quarter:</u>	<u>Report Covering:</u>	<u>Postmarked By:</u>
1st Quarter	January, February, March	April 30
2nd Quarter	April, May, June	July 31
3rd Quarter	July, August, September	October 31
4th Quarter	October, November, December	January 31

### **Where may I get a quarterly report form?**

Your quarterly report will be mailed to you at the end of each quarter. The form contains your name, address, account number and rate.

If you don't receive your quarterly wage report form by the first week of the month the report is due, call the Unemployment Insurance Tax Program at (406) 444-3834 and a form will be mailed to you. Your area's field representative can also provide reporting forms. Please refer to the back of this handbook for the names and phone numbers of field representatives.

### **What records do I have to keep?**

To be prepared for an audit, you must keep a record of:

- beginning and ending date of each pay period;
- total wages paid during each pay period;
- employee expense reimbursements;
- method of payment;
- number of employees on the 12th of each month and total number of employees each quarter;
- each employee's name, social security number and wages for each pay period;
- date each employee was hired, re-hired or returned to work after a temporary lay-off;
- date an employee was terminated; and the cause of the termination and
- articles issued by the Secretary of State.

A complete explanation of the records you must keep in Section 24.11.701 of the Administrative Rules of Montana.

For a copy of these rules or if you have questions, please call the Unemployment Insurance Help Line at (406) 444-3834 or a local area field representative. Your records must be available for inspection by the department or its authorized representative. A field representative may audit your records. An audit confirms quarterly reports are filed correctly and you are complying with the law. The field representatives will also answer your questions and help you understand the Unemployment Insurance program.

If you need to correct a report you have already mailed, please send a corrected copy, an explanation of the correction and the name of a person the department may contact to the UI Tax Program, P.O. Box 6339, Helena, MT 59604-6339



**Montana Employer's Unemployment Insurance (UI)  
Quarterly Wage Report – Form UI-5**



Quarter End	Due Date
Employer Identification Numbers	
UI Account Number	
Federal Id (FEIN)	
UI Contribution Rate	%
UI Administrative Fund Tax Rate	%
UI Total Tax Rate	%
UI Annual Taxable Wage Base (Each Employee)	\$

A report must be filed even if no wages are paid. Please refer to instructions for information on completing this form.

<b>Step 1.</b> Check applicable boxes and provide information requested:	<input type="checkbox"/> No Wages paid for the quarter covering this report
	<input type="checkbox"/> Sold Business – Name and address of new owner:
	<input type="checkbox"/> Ceased Employing – Last payroll date ____/____/____
	<input type="checkbox"/> Change in Name, Address, Phone Number or Identification Number (list corrections here):
	<input type="checkbox"/> Amended Report

**Step 2. Unemployment Insurance Employee Wage Listing** ☐ Check here if wage listing is attached.

Employee's Social Security Number	Name of Employee		Total Wages Paid this Quarter	Excess Wages This Quarter
	Last Name	First Name		
S				
T				
A				
P				
L				
E				
C				
H				
E				
C				
H				
E				
C				
K				
H				
E				
R				
E				

Totals

Step 3. Calculate Tax	State Unemployment Insurance Tax	Step 4. Number of UI Employees
1. Total wages paid this quarter >		Number of covered workers who worked during, or received pay for the payroll period that includes the 12 <sup>th</sup> day of the month:  1 <sup>st</sup> month _____ 2 <sup>nd</sup> month _____ 3 <sup>rd</sup> month _____
2. UI excess wages (Except Governmental and Reimbursable Accts.) >		
3. UI taxable wages (line 1 minus line 2) >		
4. UI total tax rate		
5. Total tax (multiply line 3 times line 4)		
6. Credits (overpayment from prior quarters)		
7. Adjustments to prior quarters (attach explanation)		
8. Balance due (line 5 – line 6 +/- line 7 -- see instructions)		
9. Penalty and interest due, if you file late		
10. Payment enclosed (line 8 +9) >		

**Make Check Payable to UI Tax Program**

**Step 5. Signature.** Sign and make a copy of this form for your records. Mail your report, additional wage listings and payment by the due date above, even if no wages are paid or tax is due. Question? Call (406) 444-3834.

Mail to: UI Tax Program PO Box 6339 Helena MT 59604-6339	<i>I certify the information on this report is true and correct.</i>		Date:	
	Authorized Signature	Title	Telephone Number	Name/Title of Contact Person
				Telephone No

Mail this form with your check to the UI Tax Program UI-5 Revised 7/04

# Penalties

## Section 5

## **Penalties**

### **How will I know if my report or payment will be on time?**

If you mail the report or payment on the due date, it is very important that you find out when mail will be postmarked. Late penalties and interest will be assessed if postmarked after the due date.

If you send in your payment with the payroll report, your payment information will normally be posted to our system within 10 business days of mailing. Your account will be credited with the payment as of the day of receipt.

### **What is the penalty for failure to remit tax by the due date?**

You should file as quickly as possible. If you fail to file, your account may be assessed the following penalties and interest:

- failure to file a timely return or other report by the due date = late filing penalty of \$50 or the tax due, whichever is less;
- purposely failing to file a required return, statement, or other report = additional late filing penalty of \$200 or the tax due, whichever is less;
- failure to pay a tax when due = late payment penalty of 1.5% per month on the unpaid tax, not to exceed 18% of the tax due; purposely failing to pay a tax when due = additional penalty of 25% of the tax due or \$200, whichever is less;
- interest on tax not paid when due = assessed at the rate of 12% per year, accrued at 1% per month on the unpaid tax.

If you have a good reason for being late, you may request a waiver of penalties. The UI Program will then determine whether to grant the waiver or not. As a general rule, not having the necessary forms is not an acceptable reason for a waiver.

### **Are there other penalties?**

If the UI Program issued a subpoena for the employer to furnish wage information or pay taxes on time, there will be a \$50 subpoena penalty. If an employer fails to honor the subpoena, an additional \$100 penalty will be assessed.

# Electronic Filing & Payments Section 6

## Internet Filing and ACH Debit Payment Program



### WARP on the Web

The WARP On the Web (WOW) program allows you to file your Unemployment Insurance quarterly tax and wage report and/or pay your taxes electronically. The tax and wage report program computes each employee's excess wages and calculates the tax due once you enter the quarterly wages for each employee. The electronic payment option is an ACH debit program the department creates and sends to your bank based on the amount of tax you are paying.

If you are interested in filing or paying with WOW, go to <http://www.dli.state.mt.us>, click on the WARP icon (same as picture above) and take a tour of its features.

If you have not used this application before but would like to, you must first register (see the form on next page). For more information on WOW, contact - [arose@state.mt.us](mailto:arose@state.mt.us) or call 406-444-6963.

### WOW System Minimum Requirements:

- Internet Explorer Browser
- Windows 98 or later versions or Windows NT.0 or greater (NOTE: Windows XP version cannot be used at this time).
- Modem with a speed of at least 56K baud
- Pentium 90Mhz or faster
- Screen resolution setting 800x600 or greater

### ACH Credit Program

If you choose to pay your unemployment insurance taxes using our ACH credit program, you will instruct your bank to send the department an electronic file. This file will tell who you are and the tax and quarter you are paying. Your bank will send the file and transfer money from your account to the UI Tax program. If your bank is already sending the department ACH files, you can be set up in 24 hours. If your bank is not yet participating in this program, the department can give you the instructions for setting up an ACH credit file.

# ELECTRONIC TAX REPORTING PROGRAM REGISTRATION AND AUTHORIZATION FORM UNEMPLOYMENT INSURANCE TAX PROGRAM

<b>Transmitter Name:</b>	
<b>Employer Name:</b>	
<b>Employer Address:</b>	
<b>UI Account Number:</b>	<b>Federal EIN:</b>
<b>Transmitter Contact Information:</b>	
<b>Contact Person:</b>	<b>Phone Number:</b>
<b>Fax Number:</b>	<b>Email:</b>
<b>ACH CREDIT</b> <input type="checkbox"/> <b>ACH Debit - Warp on The Web (WOW)</b> <input type="checkbox"/>	

If you chose the UI Tax ACH debit program, you hereby authorize the Unemployment Insurance Contributions Bureau to initiate debit entries to the bank account identified below on your behalf. These debits will pertain only to electronic funds transfer payments you initiate. This authority will remain in full force until you notify us in writing that you wish to terminate the Montana UI ACH Debit program.

THIS SECTION REQUIRED FOR ACH DEBIT FILERS ONLY	
<b>Bank Name / Branch (or Street Address):</b>	
<b>Bank Routing Number:</b>	<b>Bank Account Number:</b>
<b>Name as Shown on Bank Account:</b>	<b>Authorized Signature:</b>
<b>Optional Information:</b>	
<b>Bank Contact Person:</b>	<b>Bank Contact Phone:</b>

*Complete this form and mail or fax to:*
**FAX: 406-444-0629**  
**Electronic Tax Reporting Unit     April Rose: 406-444-6963**  
**Unemployment Insurance Tax Program**  
**P.O. Box 6339**  
**Helena MT 59604-6339**

## **Electronic Media Reporting for Unemployment Insurance Taxes Unemployment reports only**

The Unemployment Insurance program will accept quarterly tax and wage reports from employers on 3 1/2" diskettes or cartridge tapes. The department encourages employers to file their quarterly reports in electronic media format rather than paper forms. The department believes this will save time for both you and us in processing your report, and will result in more accurate wage and tax information in our files. Since accurate data is the key to proper tax payments and to timely benefit payment processing, everyone stands to benefit from electronic reporting.

Montana uses the nationally-accepted Interstate Conference of Employment Security Agencies (ICESA) format, specifying record type "S" for state quarterly unemployment wage detail listing.

Multi-state employers using this format can create one tape for reporting quarterly wage and tax records and send copies to all states that accept the format. Each state will be able to pull from the tape the required information related to employment in their state.

If you file your UI report electronically (UI wage and tax data), you will receive a UI5 Employer Quarterly Report. Submit your quarterly UI payment (if owing ) with the payroll report UI5.

If desired, an employer may submit electronic wage information only. The tax information must be submitted on the UI5 quarterly report form with the payment attached.

Your payment coupon, payment and diskette/cartridge, must be postmarked on or before the last day of the month following the close of the quarter to avoid being classed as delinquent. They can be mailed separately, however, the department prefers that the payment is enclosed with the diskette(s), cartridge(s).

We encourage submission via cartridge or diskette. **Before** you start reporting or paying via any electronic method, you must submit the appropriate application from this booklet.

If you have any questions regarding the electronic methods offered please contact the Electronic Tax reporting area at (406) 444-3834, P.O. Box 6339 Helena, MT 59604-6339.

Montana Unemployment Insurance Program State of Montana P.O. Box 6339 Helena, MT 59604-6339 (406) 444-3834 FAX (406) 444-0629	<b>Montana Unemployment Insurance Diskette Reporting Application</b>
--	--

Employer Business Name or Agent's Name	UI Account Number
--	-------------------

Address: (No., Street)

City, State, Zip Code

If reporting multiple employers, number of employers:

<input type="checkbox"/> <b>Diskette</b> <input type="checkbox"/> <b>Paper Report</b>		
<b>Check one on each line</b>		
<b>Diskette Size</b> <b>Density Size</b> <b>Format:</b>	<input type="checkbox"/> 3 1/2"	
	<input type="checkbox"/> High Density	<input type="checkbox"/> Low Density
	<input type="checkbox"/> Montana's (WARP)	

For <u>payroll</u> information, contact: (Name)	Title	Phone No.
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For <u>technical</u> information, contact: (Name)	Title	Phone No.
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Your diskette will not be returned to you unless you enclose a self-addressed stamped mailer.

I am requesting approval to report employee wages and tax information on diskette. I have enclosed a test diskette clearly marked "For Test Purposes Only."

Employee  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Agency Use Only</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Employee Signature: _____	
Title: _____	Date: _____

Return to UI Magnetic Media Coordinator at address in upper left corner of form.

UI-111D Rev 03-04

30



# Important Phone Numbers Section 7



**Important Phone Numbers:**

Registration for UI	1(800) 550-1513
Unemployment Insurance Contributions	(406) 444-3834
FAX	(406) 444-0629
TDD	(406) 444-0532
Unemployment Insurance Benefits	(406) 444-3783
FAX	(406) 444-2699
TDD	(406) 444-0532
Regional Phone Claims Centers	
Billings	(406) 247-1000
Helena	(406) 444-9800
Workers' Compensation - Regulations	(406) 444-6530
Workers' Compensation (toll free)	1(800) 332-6102
Department of Revenue	(406) 444-6900
Secretary of State	(406) 444-2034
Internal Revenue Service (toll free)	1(800) 829-1040
Social Security Administration (toll free)	1(800) 772-1213
State Compensation Insurance Fund	(406) 444-7711
Internal Revenue FUTA Certifications	1(800) 550-1513
Contractor Registration	(406) 444-6530 Option 2
Independent Contractor Central Unit	(406) 444-6530 Option 3
Professional Employer Organization Registration	(406) 444-6532
Claims Investigation	(406) 444-3783
IRS Applications for Federal ID #'s	(800) 829-4933

# **JOB SERVICE PROGRAMS AND SERVICES**

## **Job Service Workforce Centers Business Customer Services**

In the past several years, each of the 26 local Job Service Workforce Centers in Montana has provided enhanced services to business customers that go beyond the traditional labor exchange (matching job seekers to employers' openings) and are more Human Resource (HR) management in nature. In Montana, a large majority of businesses are small operations – lacking HR departments or staff. This provides the Workforce Services Division, through its local Job Service Workforce Centers, with an opportunity to assist Montana businesses.

### **The types of services provided include such things as:**

- **Posting job openings and providing referral services according to the customer's needs**
- **Proficiency testing of job applicants**
- **Providing access to a business resource center or library**
- **Performing job analysis**
- **Developing job descriptions and effective hiring procedures**
- **Assisting with development of employee handbooks**
- **Distributing mandatory employment posters at no cost**
- **Providing information on labor market trends to support local economic development activities**
- **Providing information on labor and human rights laws**

### **All services are customized to meet the needs of the individual business customer.**

As the demand for these services has grown, local Job Service Workforce Center Managers have increased the amount of time their staff devotes to these duties. Every Center in the state has at least one Business Advocate, and most large Centers now have two or more Advocates. It is noteworthy that the provision of these types of services to business customers began in the Flathead Job Service Workforce Center at the urging of the local Job Service Employer Committee (JSEC).

You can learn more about business customer services in a variety of ways. Access information through the website for Montana's workforce system, JobLINC, at [www.mtjoblinc.com](http://www.mtjoblinc.com). At the state level, contact the Department's Business Services Coordinator at (406) 444-7092. You can also contact your local Job Service Workforce Center from the following list and ask to speak to a Business Advocate.

### **Job Service Center Locations:**

Billings Job Service Workforce Center  
2121 Rosebud Dr., Stop B  
Billings, MT 59102  
Phone: 652-3080  
Fax: 652-0444  
Hotline: 655-0942  
Email: [BillingsJSC@state.mt.us](mailto:BillingsJSC@state.mt.us)

Bozeman Job Service Workforce Center  
121 N Wilson  
Bozeman, MT 59715  
Phone: 582-9200  
Fax: 582-9210  
Hotline: 582-9205  
Email: [BozemanJSC@state.mt.us](mailto:BozemanJSC@state.mt.us)

Bitterroot Job Services Workforce Center  
333 W Main St.  
Hamilton, MT 59840  
Phone: 363-1822  
Fax: 363-1823  
Hotline: 363-2726  
Email: [HamiltonJSC@state.mt.us](mailto:HamiltonJSC@state.mt.us)

Livingston Job Service Workforce Center  
220 E Park St.  
PO Box 1199  
Livingston, MT 59047  
Phone: 222-0520  
Fax: 222-1593  
Hotline: 222-0533  
Email: [LivingstonJSC@state.mt.us](mailto:LivingstonJSC@state.mt.us)

Butte Job Service Workforce Center  
2201 White Blvd  
Butte, MT 59702  
Phone: 494-0300  
Fax: 494-5481  
Hotline: 494-0338  
Email: ButteJSC@state.mt.us

Anaconda Job Service Workforce Center  
307 E Park  
Anaconda, MT 59711  
Phone: 563-3444  
Fax: 563-7827  
Hotline: 563-7826  
Email: AnacondaJS@state.mt.us

Dillon Job Service Workforce Center  
730 N Montana  
PO Box 1300  
Dillon, MT 59725  
Phone: 683-4259  
Fax: 683-2903  
Hotline: 683-4737  
Email: DillonJSC@state.mt.us

Cut Bank Job Service Workforce Center  
501 E Main  
Cut Bank, MT 59427  
Phone: 873-2191  
Fax: 873-5393  
Hotline: 873-4407  
Email: CutBankJSC@state.mt.us

Shelby Job Service Workforce Center  
1125 Oilfield Ave.  
Shelby, MT 59474  
Phone: 434-5161  
Fax: 434-2351  
Hotline: 434-5045  
Email: ShelbyJSC@state.mt.us  
Shelby Job Service Workforce Center

Flathead Job Service Workforce Center  
427 First Ave. E  
PO Box 1879  
Kalispell, MT 59903  
Phone: 758-6200  
Fax: 758-6290  
Hotline: 758-6297  
Email: KalispellJSC@state.mt.us

Lake County Job Service Workforce Center  
417 B Main  
PO Box 970  
Polson, MT 59860  
Phone: 883-7880  
Fax: 883-4564  
Hotline: 883-3311  
Email: PolsonJSC@state.mt.us

Kootenai Job Service Workforce Center  
417 Mineral Ave., Suite 4  
Libby, MT 59923  
Phone: 293-6282  
Fax: 293-5134  
Hotline: 293-6282  
Email: LibbyJSC@state.mt.us

Sanders County Job Service Workforce Center  
2 Tradewinds Way  
PO Box 669  
Thompson Falls, MT 59873  
Phone: 827-3472  
Fax: 827-3327  
Hotline: 827-4562  
Email: ThompsonFallsJSC@state.mt.us

Glendive Job Service Workforce Center  
211 S Kendrick  
Glendive, MT 59330  
Phone: 377-3314  
Fax: 377-5831  
Hotline: 377-5823  
Email: GlendiveJSC@state.mt.us

Sidney Job Service Workforce Center  
211 N Central  
Sidney, MT 59270  
Phone: 433-1204  
Fax: 433-7453  
Hotline: 433-6665  
Email: SidneyJSC@state.mt.us

Great Falls Job Service Workforce Center  
1018 7<sup>th</sup> St. S  
Great Falls, MT 59405  
Phone: 791-5800  
Fax: 791-5889  
Hotline: 453-5556  
Email: GreatFallsJSC@state.mt.us

Havre Job Service Workforce Center  
160 First Ave.  
Havre, MT 59501  
Phone: 265-5847  
Fax: 265-1386  
Hotline: 265-1587  
Email: HavreJSC@state.mt.us

Helena Job Service Workforce Center  
715 Front St.  
PO Box 201505  
Helena, MT 59620  
Phone: 447-3200  
Fax: 447-3224  
Hotline: 447-3222  
Email: HelenaJSC@state.mt.us

Lewistown Job Service Workforce Center  
300 First Avenue N  
Lewistown, MT 59457  
Phone: 538-8701  
Fax: 538-7249  
Hotline: 538-5263  
Email: LewistownJSC@state.mt.us

Miles City Job Service Workforce Center  
12 N 10<sup>th</sup> St.  
PO BOX 1706  
Miles City, MT 59301  
Phone: 232-8340  
Fax: 232-6270  
Hotline: 232-6350  
Email: MilesCityJSC@state.mt.us

Missoula Job Service Workforce Center  
539 S Third St. W  
PO Box 5027  
Missoula, MT 59806  
Phone: 728-7060  
Fax: 721-7049  
Email: MissoulaJSC@state.mt.us

Northeast Job Service Workforce Center  
201 Main St.  
Wolf Point, MT 59201  
Phone: 653-1720  
Fax: 653-1196  
Hotline: 653-1194  
Email: WolfPointJSC@state.mt.us

Glasgow Job Service Workforce Center  
74 4<sup>th</sup> St. N  
Glasgow, MT 59230  
Phone: 228-9369  
Fax: 228-8793  
Hotline: 228-9523  
Email: GlasgowJSC@state.mt.us

### **Unemployment Insurance Benefits Program**

Please contact the Unemployment Insurance benefit program at (406) 444-3783 if you have questions about UI benefits paid or charged to your account. You may request an employer handbook describing the benefit side of the UI program by calling (406) 444-3783.

### **UI Tax Program Field Representatives**

Located across Montana, the following individuals provide reporting forms and employer tax assistance. Please call or write them with your questions.

<b><u>Field Office</u></b>	<b><u>Field Representative</u></b>	<b><u>Phone Number</u></b>
Billings 624 N. 24 <sup>th</sup> Street Billings, MT 59101-1029	Diane Bianchi	406-247-1032
	Mary Bernhardt	406-247-1007
	Lisa Barton	406-247-1009
	Danelle Fogarty	406-247-1056
	<b>FAX</b>	406-247-1014
Bozeman 2273 Boothill Court, Suite 100 Bozeman, MT 59715	Clayton Hoyt	406-582-3425
	<b>FAX</b>	406-582-3431 Temp
Great Falls 300 Central Ave., Suite 330 Great Falls, MT 59401	Amy Everaert	406-771-6523
	<b>FAX</b>	406-727-2237
Kalispell 275 Corporate Ave., Suite 203 Kalispell, MT 59901	Deb Brandewie	406-758-5900
	<b>FAX</b>	406-758-5899
Missoula 2681 Palmer Road, Suite 1 Missoula, MT 59808	Scott Moothart	406-329-1420
	Kathy Gillies	406-329-1415
	Lisa Hamer	406-329-1438
	<b>FAX</b>	406-329-1449 Temp
Wolf Point 201 Main St. Wolf Point, MT 59201	Kay Haugenoe	406-653-6332
	<b>FAX</b>	406-653-1196